

APPLICATION BASICS

What is the Community and Neighborhood Planning Program?

The Planning Department provides services to organizations that require assistance in developing a community or neighborhood plan - - a blueprint that guides future growth and development in your area. During the planning process, community stakeholders (residents, community groups, property owners, businesses, etc.) discuss issues (what works/what could be better), develop goals (where do you want to go), and create strategies (how to get from today to where we want to be). Plans include at least three basic elements: land use, transportation networks, and community facilities. Other specific issues identified by community members also can be addressed by the plan.

What is the difference between a Neighborhood Plan and a Community Plan?

Neighborhood Plans focus on smaller geographic areas of about one square mile, 4,000 to 10,000 residents or at least 1,500 dwellings. Neighborhood Plans generally include the population necessary to support an elementary school. Community Plans focus on larger geographic areas that include between 20,000 and 60,000 people and several neighborhoods. Community Plans include the population necessary to support at least one middle or high school.

What are the benefits of a Neighborhood or Community Plan?

Plans created with the involvement of the Planning Department are presented to City Council for formal adoption and become a component of the City's Comprehensive Master Plan. The approved plan is used by City departments, boards, and commissions as a guide for decision-making. Key projects from plans may be selected for inclusion in the Annual Improvement Project Report to City Council as a part of the budget process. Plans also help communities organize their ideas into a single document that can be shared with residents, potential community partners, and investors.

Who can apply for a Neighborhood or Community Plan?

Neighborhood associations, community organizations, and other community-related groups are eligible to apply. The applicant organization must demonstrate its ability to recruit a Planning Team of as many stakeholder groups as possible who will participate in the planning process. Selection of participants is a competitive process.

Questions?

If you have questions about the preparation of your application, please call 207-7873. The application also can be found on the Planning Department's website (<http://www.sanantonio.gov/planning/>).

All applications must be received by 4:30 p.m. on Friday, March 28, 2003. Additional information will not be accepted after 4:30 p.m. on March 28. Incomplete applications will not be reviewed.

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Division Planning Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Call 207-7873 for delivery location

After March 28, all applicant organizations will be contacted to arrange a brief interview to discuss the application.

Community and Neighborhood Plans

2002/2003 Application

Please print or type. All questions on the application should be addressed as thoroughly and accurately as possible.

GENERAL INFORMATION

Applicant Organization: _____
Contact Person: _____
Mailing Address: _____ Zip: _____
Phone (day/night): _____

Application for: *(please check one)*

____ Community Plan ____ Neighborhood Plan

QUALIFYING INFORMATION *(scored)*

1. Planning Team

The Planning Department encourages applicants to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in the planning process. By completing and signing the following table, stakeholders are indicating their willingness to participate in the planning process which is described in the attached example Memorandum of Understanding and example Work Program. Developing and signing these two documents will be the first task the Planning Team will complete if selected. Please attach an additional page as needed.

(maximum score: 20 points)

	Organization Name	Name & Phone #	Signature
Neighborhood Association (s)			
Community Group(s)			
Homeowners			
Other Residents			
Non-resident Property owners			
School (s)			
Churches, other religious groups			
Business (es)			
Other			

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your community or Neighborhood Planning area. A hand drawn map using an existing street map is acceptable. *Note: When considering your plan area boundaries, keep in mind that a neighborhood plan usually includes two or more neighborhood association areas or about 4,000 to 10,000 people and at least 1,500 dwellings. Community Plans include a larger area and 20,000 - 60,000 people. Higher points will be awarded to more appropriately-sized planning areas. The Planning Department may work with the group to alter the proposed planning area boundaries. (maximum score: 10 points)*

3. Neighborhood Description

Please provide a brief description of your neighborhood. For example: most of the neighborhood is composed of single-family houses that are one-story; 50 percent of the neighborhood housing is owner-occupied; a grocery and three churches are located within the area. *(maximum score: 10 points)*

4. Organizational Capacity

(maximum score: 35 points)

Please describe the resources your group(s) will provide to the planning effort. For example, identifying facilitators for neighborhood meetings, providing leadership for committee work, improving participation at plan meetings, and developing a structure to implement plan projects. Please attach your response on one page or less.

Please list the applying organizations who:

Have adopted by-laws:

Publish a newsletter (how often?):

Meet regularly as an association (how often?):

5. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past 5 years. (*maximum score: 15 points*)

1.

2.

3.

4.

5.

6. Current or Past Collaborations.

Please provide a brief project description of current or past collaborations undertaken by the applicant group(s). Please attach your response (one page or less) including a list of partners and a date (see example below). (*maximum score: 15 points*)

<i>Project Description</i>	<i>Date</i>	<i>Partners</i>
Landscaping a median at the intersection of X Street and Y Boulevard.	Project completed October 1998.	Neighborhood Assn. Landscaping Co. Church Group City of SA

I. Purpose

As part of the Community Building and Neighborhood Planning Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning Department and the authorized representative of the _____ planning area. The plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption.

When adopted, plans provide guidance to City boards, commissions and departments. Adopted plans serve as a guide and do not include a specific financial commitment by the City. All adopted plans should address land use, community facilities, and transportation networks. Priority projects are considered for recommendation as a part of the Annual Improvement Project Report. This report is forwarded to City Council.

The intent of this Memorandum of Understanding is to ensure the _____ plan is developed in an open manner involving neighborhood stakeholders, consistent with City policies, and an accurate reflection of the community's values. Its purpose is to form a working relationship between the community and the Planning Department.

This Memorandum of Understanding sets out the responsibilities of all parties. The MOU identifies the work to be performed by the Planning Team and by the Planning Department. Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

II. Responsibilities

A general list of responsibilities follows:

NEIGHBORHOOD/COMMUNITY PLANNING TEAM RESPONSIBILITIES

1. Organize a planning team. The Planning Team should include representatives from the neighborhood stakeholders groups including: all residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. The final composition of the Planning Team will be approved by the Planning Director.
2. Develop the Work Program with the Planning Department.
3. Organize regular meetings of the planning team in coordination with the Planning Department.
4. Assist the Planning Department with organizing public meetings to develop the plan.
5. Identify the community resources available to support the planning effort including persons to serve as meeting facilitators and committee chairs.
6. Assist with recruiting participants for planning meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.

Example Memorandum of Understanding

2002/2003 Application

7. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
8. Submit the proposed plan to the City for interdepartmental review.
9. Work with the Planning Department to incorporate interdepartmental comments into the proposed plan.
10. Submit the proposed plan to Planning Commission and City Council for consideration.
11. After adoption, develop a Coordinating Committee to monitor and work towards plan implementation.
12. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

PLANNING DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a planning staff member to provide technical assistance to the planning effort.
2. Coordinate and facilitate community meetings with the assistance of the planning team.
3. Provide any necessary materials, handouts, etc. needed for public planning meetings.
4. Work with the community to collect and analyze data and develop goals and implementation strategies.
5. Provide assistance with the creation of the neighborhood plan including review, editing, and formatting.
6. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
7. Coordinate the City interdepartmental review.
8. Prepare for plan consideration by Planning Commission and City Council.

Director of Planning

Name: _____ *Signed after selection*

Signature: _____

Date: _____

President/Board Chair

Name: _____ *Signed after selection*

Signature: _____

Date: _____

*The following provides an example Work Program for a typical planning effort.
Developing this schedule will be one of the first tasks of the Planning Team.*

1. July/August 2003 - Getting Started
 - Organize the Planning Team.
 - Sign the Memorandum of Understanding.
 - Finalize the Work Program.
 - Planning Team begins to identify methods to publicize meetings, locate facilitators, find potential meeting facilities, etc.
 - Staff begins data collection and analysis.
2. September 2003 - First Public Meeting
 - Staff organizes, with Planning Team assistance, the first public meeting to identify neighborhood issues, goals and objectives.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
3. October 2003 - Second Public Meeting
 - Staff, with Planning Team assistance, develops a first draft of the plan.
 - Staff updates other City departments on plan issues as needed.
 - Staff organizes, with Planning Team assistance, the second public meeting to identify implementation strategies and present the first draft of the plan.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
4. October/November 2001 – Work Groups
 - Citizen Work Groups meet several times to develop goals and an action plan.
 - Staff provides support to the Citizen Work Groups and recruits “experts” to help with action plans.
5. December 2003/January 2004 - Interdepartmental Review
 - Staff prepares, with assistance from the Planning Team, the second draft of the plan which incorporates comments from the second public meeting and work groups.
 - Staff organizes City interdepartmental review of the plan document.
 - Planning Team assists with incorporating interdepartmental comments into the plan document.
6. February 2004 - Third Public Meeting
 - Staff organizes, with Planning Team assistance, the third public meeting to review the final draft of the plan with City comments incorporated.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.

Example Work Program

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- Staff, with Planning Team assistance, incorporates comments from the third meeting into the plan document.
7. March/April 2004 - Plan Adoption
- Staff prepares the plan for consideration by Planning Commission and City Council.
8. May 2004 - After Adoption
- Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.
 - Coordinating Group publicized the plan to neighborhood stakeholders and newcomers.

Director of Planning

Name: _____ *Signed after selection*

Signature: _____

Date: _____

President/Board Chair

Name: _____ *Signed after selection*

Signature: _____

Date: _____